

2-1-1982

UA28/1 The Personnel File

WKU Human Resources

Follow this and additional works at: http://digitalcommons.wku.edu/dlsc_ua_records



Part of the [Human Resources Management Commons](#), and the [Labor Relations Commons](#)

Recommended Citation

WKU Human Resources, "UA28/1 The Personnel File" (1982). *WKU Archives Records*. Paper 1416.
http://digitalcommons.wku.edu/dlsc_ua_records/1416

This Newsletter is brought to you for free and open access by TopSCHOLAR®. It has been accepted for inclusion in WKU Archives Records by an authorized administrator of TopSCHOLAR®. For more information, please contact connie.foster@wku.edu.



THE PERSONNEL FILE

Personnel Services

Volume 1, No. 6

February, 1982

Sexual Harassment Conference Scheduled

"Sexual Harassment: An Employment Issue" will be the subject of an informative conference conducted by Mr. Jim Tomes for the W.K.U. Womens' Alliance at their regular February meeting. As the University's affirmative action officer, Mr. Tomes has been directly involved in the development of Western's policy regarding sexual harassment on the job and would be involved in the investigation if any cases were reported.

Institutional policy will be the first topic discussed. Then the group will examine sexual harassment as perceived by victims, the Equal Employment Opportunity Commission, and the courts. A practical approach for prevention followed by case studies will complete the session.

The conference is designed with employees of both sexes and from all

occupations in mind, and Mr. Tomes emphasized that a conference type of session is planned to consist of minimum lecture and maximum audience participation. For example, case studies will be used to generate discussion and questions following a brief review of institutional policy, the law, and the Equal Employment Opportunity Commission's interpretation of the law. The best way to confront the issue of sexual harassment on the job is through prevention, and knowledge of policies and the law is essential for both the employee and the supervisor.

With the limited time available, the meeting will have to begin on time and move rapidly. So make your plans now to attend. The meeting is scheduled for noon, Tuesday, February 16 in the Auxiliary Dining Room of the Downing University Center, and all employees are invited.

Non-Credit Scholarships Available

Adding a little class to your night life this spring is even easier and more appealing with the availability of faculty/staff tuition scholarships for two non-credit courses. Increased public speaking confidence and skills are gained in "Effective Public Speaking," offered on Tuesday at 6:30 p.m., from March 16 to April 20. The ability to understand and manage stress is developed in "Stress Management for the Working Woman," offered on Monday at 6:30 p.m., from March 15 to April 5. Registration forms are enclosed in the faculty and staff edition of "Spring at Western". Interested applicants should take the completed registration form to the Personnel Office for scholarship approval, and then deliver the form and scholarship card to the Office of Independent Study, 212 Van Meter Hall.

Spring Vacation!

Spring vacation is scheduled for March 8-12. Offices will close at the end of the day on March 5 and reopen at 8:00 a.m. on March 15. As always, there are essential jobs to be performed during the period, and those offices will be open as required.

The mid-month faculty checks will be issued on Friday, March 5.

New Employees

Western welcomes the following new employees:

Name	Department	Position	Date Appt.
Becky L. Meredith	Alumni Affairs	Receptionist	12/1/81
Andrea J. Carpenter	Physical Plant	Groundskeeper	12/1/81
Kevin Aldrich	Office of the Dean, OCSTH	Water Quality Lab Manager	1/1/82
Robert W. Otto	Finance and QBA	Associate Professor	1/4/82
*M. Jane Brooks	Library Automation and Technical Services	Technical Services Assistant III	1/4/82
Keith R. Kubic	Physical Plant	Auto Mechanic	1/4/82
Charles F. Yates	Physical Plant	Boiler Operator Trainee	1/8/82
Cora Moore	Physical Plant	Building Services Attendant	1/11/82
Donald K. Mabry	Physical Plant	Boiler Operator Trainee	1/12/82
*Lilybeth Parrent	Physical Plant	Senior Personnel Clerk	1/18/82

*Previously employed by Western

Howard Bailey Interested in Student Affairs

When Howard Bailey graduated from high school in Middlesboro, Kentucky, he was determined to go away to college. Although most of his friends were going to Eastern or the University of Kentucky, Howard decided on Western—despite the fact that he had never even been to Bowling Green. He obviously made a wise choice. Not only did he graduate from Western and meet his wife in Bowling Green, he has developed his career here as well. He is now the assistant dean of Student Affairs, a position he has held since 1976.

Howard's interest in student affairs stems back to his undergraduate days in the mid 1960's, when he served as assistant hall director at Barnes-Campbell. After graduation, he took a teaching job with the Great Onyx Job Corps but was soon back at Western to pursue a master's degree in student personnel services with an emphasis in counseling. "After teaching, I realized that the students' mental state played a large part in determining their learning ability."

While working on his master's, Howard once again took a position as an assistant hall director of the newly opened Pearce-Ford Tower. By 1973

he had moved up to staff assistant and then coordinator of residence development within the Office of Student Affairs. He left Western in 1974 to take a position in the Resident Life Department at North Carolina State. But he returned to Western the following year, ("I always come back like a magnet!").

Mr. Bailey is primarily responsible for selecting, training, and supervising the residence hall staff. He also serves as the principal disciplinarian to solve problems reported by the hall directors. But he sees himself in an even broader roll; "A lot of students come in for advice or general information about dorm life. Some discuss personal problems with me, so I am involved in both counseling and referrals."

In addition to student affairs, Howard has an extensive history of involvement in both campus and community affairs. In 1969 he served as the founding president of Kappa Alpha Psi fraternity and has continued to be active as a regional officer in the national alumni chapter. He is presently campus advisor to Kappa Alpha Psi and United Black Students, and serves on a number of committees including the President's Advisory Committee. Howard is a member of the Bowling Green Human Rights Commission, the B.G.W.C. Jaycees, and is on the board of directors for the Boy's Club.

He obviously enjoys what he is doing. "I get a lot of self-gratification from helping others. It makes me feel good about myself." Howard is married to Kayla Bailey, a second grade teacher at Jones-Jaggers



Mr. Howard Bailey, assistant dean of Student Affairs, provides an encouraging word.

school. He enjoys fishing and spending time with his wife as well as repairing and refinishing furniture. Although he is very people oriented, one of his favorite past times is to "hibernate with a good book."

In the future, Howard would like to see the student affairs department broadened and new aspects of student personnel services initiated. He particularly sees the need for a minority affairs office, which most universities already operate as a branch of student affairs. But his primary concern is to make himself available to any resident student or staff member who needs advice, help, or just a listening ear. "As long as I'm in tune with student life, and can communicate with them, I'm satisfied."

Editor's Box

This issue marks the second semester of *The Personnel File*. The purpose of this newsletter is to improve communication between Western employees and to provide up-to-date personnel information to both faculty and staff.

However, we also want to hear from you! Suggestions regarding interesting people in your department, upcoming events, or other pertinent information are always appreciated.

Contact:

Beth Snyder, Editor
The Personnel File
Personnel Services
Wetherby Administration
Building
745-2073

Retirements Announced

There have been several retirements among University employees within the past two months. In addition to Dr. A. F. Godby's retirement in December (discussed in an earlier issue of *The Personnel File*), Mr. Sammy Spears also retired at the end of December, 1981. Mr. Spears has worked for the past five years as a building services attendant in the

Department of Physical Plant and Facilities Management.

Mrs. Lillian Holman will be retiring at the end of February, 1982. Mrs. Holman has served as a clerk in the Office of the Registrar since 1966.

Our best wishes go to each of these employees as they enter retirement.

Individual Retirement Accounts

The Department of Personnel Services has received a number of questions regarding the new rules for Individual Retirement Accounts (I.R.A.). Individual Retirement Accounts are designed to encourage personal savings for retirement through the tax incentives. It is not a tax-free account; it is a tax-deferred account. This means that money deposited each year is not subject to state and federal taxes that year and is taxed as ordinary income only when withdrawn during retirement years. It is a personal tax-sheltered retirement savings account which allows every wage earner to build a substantial retirement fund and defer taxes on both the principal and accrued interest.

In the November, 1981, issue of *The Personnel File*, we ran an article describing the Tax Sheltered Annuity Program. T.S.A. and I.R.A. provisions are separate programs, and each one has advantages and disadvantages for employed persons. In this issue, we want to examine the I.R.A. Program.

Members of Western's faculty and staff who have earned income during 1982 and future years are eligible to purchase an I.R.A. Following are some questions and answers:

Q. Where can I sign up for an I.R.A.?

A. The local full service banks, savings and loan associations, and some insurance agencies service individual retirement accounts. Don't overlook the W.K.U. Credit Union which also offers this new service.

Q. Can I use payroll deduction?

A. Yes, just make your own arrangements and bring a copy of your I.R.A. contract to the payroll section. If you participate through the W.K.U. Credit Union, a copy of your contract will not be necessary.

Q. Since we already have the tax shelter advantage through I.R.S. Code 403 (b), why bother with an I.R.A.?

A. This is a difficult question. Any advantage would have to be realized as a result of comparing the two programs in terms of investment growth.

Q. Is there a clear disadvantage?

A. Yes, there are substantial penalties if I.R.A. funds are withdrawn before you reach age 59½. Also I.R.A. must begin distribution before you reach age 70½. Exceptions are made only in case of permanent disability or death.

Q. How much can I place in my I.R.A.?

A. Up to \$2,000 or 100 percent of your earned income whichever is less.

Q. How about my non-working spouse?

A. A Spousal I.R.A. may be opened by a wage earner who is married to a non-working spouse. The maximum annual contribution to a Spousal I.R.A. is \$2,250. The Spousal I.R.A. is actually composed of two accounts, one for each spouse. Annual contributions can be divided in whatever manner desired provided neither account is allocated more than \$2,000. (A joint tax return is also required.)

Q. Can both wife and husband have an I.R.A.?

A. Yes, a working husband or wife may establish a separate I.R.A. and make contributions up to \$2,000 each. We have approximately 140 husbands and wives employed at Western, and this possibility of building extra retirement income may be worth consideration.

Q. May an individual borrow from an I.R.A. or use it as security for a loan?

A. No. Borrowing from an I.R.A. or using saved funds as security will cause disqualification and constructive distribution of all assets in the account. The distribution would then be taxed as ordinary income, and a 10 percent penalty would also be imposed.

Q. If I participate in the I.R.A. program, will my T.S.A. program be affected?

A. The individual who is eligible for a T.S.A. under I.R.S. Code 403 (b) can continue to participate at the maximum levels in both programs.

It is the policy of the Personnel Services Department that members of the faculty and staff have the capability to purchase Individual Retirement Accounts in whatever ways that benefit them personally, and our administrative support is directed to that objective. Remember, however, that it is the individual's responsibility to determine specific eligibility for a type of I.R.A., maximum permitted contributions, and other restrictions. Technical personal questions should be directed to your attorney or tax advisor. If you have general questions regarding payroll deductions, etc., please call Jim Tones at 745-2071.

"A good manager is one who can step on your toes without messing up the shine."

Hilltopper Basketball

Men's

February 18	Western vs. Youngstown State	7:30 p.m.
February 20	Western vs. Akron	7:30 p.m.
February 27	Western at Northern Iowa	7:30 p.m.
March 5 - 6	OVC Tournament	
March 11 - 12	NCAA Tournament begins	

Women's

February 17	Western vs. Louisville	7:30 p.m.
February 20	Lady Pirate Classic, Greenville, N.C.	
	Western vs. Virginia State	6:00 p.m.
	East Carolina vs. Michigan	8:00 p.m.
February 21	Consolation	6:00 p.m.
	Championship	8:00 p.m.
February 24	Western vs. Northern Kentucky	7:30 p.m.
	OVC Tournament (date and site to be determined)	
March 12	NCAA Tournament begins	

P.O. Manager Responsible for "Smooth Mailing"

Why fight the lines and traffic at the downtown post office? The next time you need to buy stamps or mail a letter why not take a walk up the hill to the post office located in the Garrett Conference Center? Not only is it more convenient, but you're likely to get a smile and friendly word from Emily Kitchens, post office manager.

Emily begins her day at 7:00 a.m. when the campus mail is delivered from downtown. The mail is sorted among 124 different departments within the University. By 8:30, she is ready to open the window for business. In addition to overseeing the sorting, Emily is responsible for buying postage, distributing inter-campus mail, and seeing that outgoing mail is delivered downtown in the afternoon.

Mrs. Kitchens heads a team of 8 part-time students and one full-time employee. She obviously has a good rapport with her students, and this is reflected in the job they do. "I get very close to them," Emily says, "I like to see them graduate, but at the same time I hate to see them leave." She adds that unless there is a class schedule conflict, most of her workers that begin as freshmen stay on until they graduate.

Emily began working for Western as a postal clerk July 14, 1970. She was promoted to post office manager in 1977. "I enjoy my work very much, I've never been disappointed in taking a job here."

Mrs. Kitchens is married to Thomas Kitchens. They have two sons; Jeff, 22, and Tommy, 30, who live in Bowling Green. She also has a two

year old granddaughter, Kachelle, who "keeps her very busy."

Emily is a charter member of the American Business Women Association, in which she has served as president, treasurer, and correspondence secretary. She is also active in her church and enjoys such activities as antique refinishing and sewing.

But her greatest assets are her dedication to the job and pleasant personality. Carl Kell, speech communication professor, sums it up when he says, "Emily Kitchens is a delightful lady."



Mrs. Emily Kitchens, post office manager, offers friendly and efficient service.

Convenient Postal Services Available

One of the auxiliary services assigned to the Department of Personnel Services is the University's Postal Services.

The College Heights Post Office, located on the lobby level of the Garrett Conference Center, is a contract station of the U.S. Post Office. The post office is open during the regular fall and spring terms from 8:30 a.m. to 4:00 p.m., Monday through Friday. During the summer or holiday periods, special schedules are followed as announced to departments. The College Heights Post Office offers the same services as any other United States Post Office (stamps, money orders, insured and registered mail, c.o.d., and special deliveries). Faculty and staff members

may rent private mail boxes at the C.H. Post Office or may use the campus mail service which is provided for each department.

The University provides a courier service to aid in the internal administrative efficiency of the University. This service, which provides for the delivery of written communications that pertain to official University business, may be used only by members of the University faculty and staff, the Associated Students organization, and other organizations budgeted by the University. The authorized users should conspicuously indicate on the outer envelope both the originating office and the name of the individual sender. Outgoing official University mail is processed through the campus mailroom located on the ground floor of the Administration Building.

Any questions regarding the operation of the College Heights Post Office or the University's courier service may be addressed to Emily Kitchens at 3093. Questions regarding postage matters for official University mail may be addressed to Winnie Palmer at 2244 or Mike Dale at 2071.

Personnel Promotions

Name	Date	Department	Promotion to Job Title	Promotion from Job Title
Lonice Goodbread	12/81	Physical Plant	Air Conditioning Technician Helper II	Air Conditioning Technician Helper I
Margaret Key	12/81	Physical Plant	Building Services Attendant (Special)	Building Services Attendant
Ruby Meador	1/82	Allied Health	Department Head	Assistant Professor

Allied Health Announces Department Head

Mrs. Ruby F. Meador has been promoted to the position of department head in Allied Health. She replaces Dr. A. F. Godby who retired in December, 1981. Mrs. Meador began her career at Western as a Dental Hygiene instructor in August, 1976. She completed a master of science degree in health in 1978 and was promoted to assistant professor in August, 1979.

Mrs. Meador is currently completing a doctorate degree in administration in higher education at Vanderbilt University. In addition to her new duties as department head, Mrs. Meador plans on teaching several classes this semester.

Mrs. Meador has served as the delegate representative of Kentucky to the American Dental Hygienists' Association as well as being past president of the Kentucky Dental Hygienists' Association. She resides in Scottsville with her husband, Frank Meador. They have one son, Steven, and a granddaughter, Stephanie Danielle.



Employment Activities

During the period October 1, 1981, to December 31, 1981, 301 persons applied for employment at Western Kentucky University. 19 of these persons (6.3%) were offered employment during this period. The breakdown of applications by occupational category is as follows:

EEO Occupational Category	Number of Applicants
Executive, Administrative and Managerial	28
Faculty	9
Professional Nonfaculty	57
Secretarial/Clerical	56
Technical/Paraprofessional	4
Skilled Trades	83
Service/Maintenance	64
	<hr/> 301

The number of full-time employees has continued to decrease slightly. During the period October 1, 1981, to December 31, 1981, the number of full-time employees has been reduced from 1523 to 1511.

Service Anniversaries

The Personnel File would like to recognize the following Western employees who recently celebrated service anniversaries:

20 Years

Buddy A. Childress—In his 20 years at Western, Mr. Childress has managed the print shop, the sundries and souvenir shop, the bookstore in Cherry Hall, and has served as purchasing director. He is currently the director of University Stores and the manager of the Bookstore.

15 Years

Mary Belle Chandler—Mrs. Chandler has worked in the Personnel Office as both a payroll clerk and chief payroll clerk. She was appointed to the newly-formed staff assistant position in 1974.

William C. Dodds, Jr.—Mr. Dodds joined the University in 1967 as an air conditioning technician. He was promoted to electrical and air conditioning supervisor in 1969.

Charles Lowery—Mr. Lowery works in the Physical Plant as a senior electrician. He was promoted to his present position in 1981.

Joseph W. Mayes—Mr. Mayes also works in the Physical Plant and holds the position of groundskeeper.

10 Years

Wayne J. Ashley—Dr. Ashley joined the University in 1972 as an assistant professor of Counselor Education in the Center for Career and Vocational Teacher Education. He has served as director of occupational guidance activities and was promoted to associate professor of Educational Leadership in 1977.

Willie O. Carter, Jr.—Mr. Carter initially held the position of junior buyer in the Purchasing Department when he joined Western in 1972. He was appointed to chief buyer in 1974 and was promoted to assistant to the director of Purchasing in 1977.

David Gordon—Mr. Gordon was originally employed by Western as a staff assistant in the Downing University Center. He was transferred to the Garrett Conference Center as director in 1978 and was reassigned to the position of staff assistant in the Office of Continuing Education in 1980.

"Employee Motivation" Course Offered

What makes you push to do your best? What makes others push to do their best for you? The answers to these questions will be the focus of the first new course offering of the employee training and development program, entitled "Employee Motivation", facilitated by Juanita Hire and Virginia Mutchler of the College of Education. Participants will explore motivation for individuals and groups, developing skills to increase effectiveness.

The non-credit course is offered free of charge to all employees in two consecutive one-hour Thursday sessions on February 25 and March 4 from 3:30 to 4:30 p.m. All interested employees should call Personnel Services before Monday, February 22, to allow for instructor planning. Class size will be limited to 25 on a first come—first serve basis.

Group Life Insurance Offered

An important part of Western's benefits program is the group life insurance. The purpose of the plan is to provide the regular, full-time employees of Western Kentucky University a high level of life and accidental death and dismemberment protection at a low premium cost by means of a two-part arrangement. Part one, a

basic amount of \$10,000 is given by the University to all employees in this classification. Part two, such employees also have the option of purchasing an additional amount equivalent to their annual salary, rounded to the next thousand, e.g., salary of \$12,500 would result in additional amount of \$13,000 protection. Rates for this

coverage are established according to age brackets as follows: through age 29, \$.20 per thousand per month; age 30 through 39, \$.30 per thousand; age 40 through 49, \$.40 per thousand; age 50 and above, \$.50 per thousand. Salary raises which result in increased level to another thousand mark and birthdays which pass individuals into a higher age bracket will automatically be adjusted.

Those who did not exercise their option to purchase the additional insurance at the time of their employment may make application for approval by the insurance company if they later wish to enroll. The company may require that satisfactory evidence of insurability be submitted before this insurance is issued.

This insurance is term life insurance, which is payable in the event of the insured's death from natural causes. The accidental death and dismemberment insurance coverage is payable in the event of the insured's death by accidental means. The dismemberment clause pays scheduled amounts for loss of sight and/or hands and feet.

When you terminate your employment, or when you retire, your group insurance protection will cease. However, a conversion privilege provides that within 30 days after separation from Western, by applying to the insurance company, you may convert all or part of your insurance to a plan offered by the insurer. Premium rates would be based on the usual factors, such as age, and your real advantage is that you have already been accepted as insurable by the company.

For more detailed information please contact: Mrs. Bettie Flener, Department of Personnel Services (745-2071).



2/82/1.5M/PS—The cost of printing this publication by Western Kentucky University was paid from state funds KRS 57.375.

Personnel Provides ID Services

One of the auxiliary services provided by the Department of Personnel Services is that of preparing and/or validating faculty/staff and student identification cards.

The ID office is in Room 41 in the Administration Building, located next to the main office for Personnel Services. Mrs. Colette Hardy is responsible for providing the ID services.

Each new faculty and staff member receives a faculty/staff ID when completing benefit and payroll forms in the office of Personnel Services.

The faculty/staff ID card is designed for use in the University Libraries, Business Office (for check cashing), College Heights Bookstore (eligible for 10% discount), and recreational facilities.

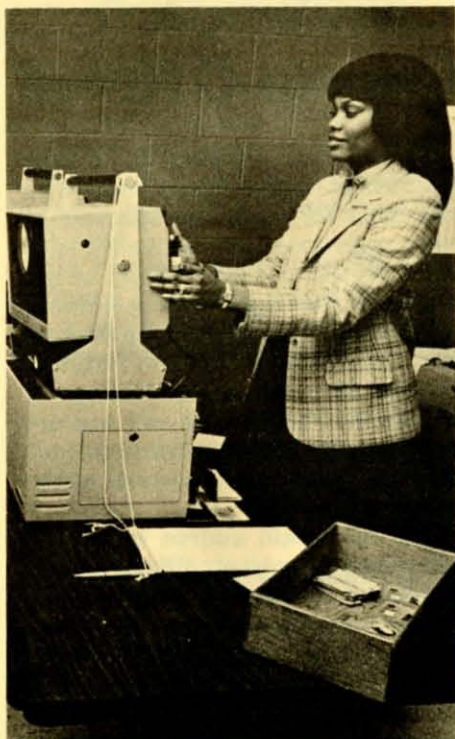
Full-time students receive student ID cards with pictures. These full-time student ID cards are permanent cards which are validated during the registration fee payment periods. For example, Personnel Services was set up in Diddle Arena on January 11 and in the Garrett Conference Center on January 25-29 providing ID services to University students.

Part-time students receive a part-time ID card which does not include a picture. These cards can also be validated each semester.

From time to time (usually during the summer), other groups who are on campus for an extended period of time are provided ID cards to allow them the use of University facilities.

If a student loses a student ID card, a full-time ID card may be replaced for \$3 and a part-time ID card may be replaced for \$1. Sometimes, students will lose their wallets along with their ID cards. When this happens, we require a memo from a faculty or staff member using University stationery identifying the student. You might be asked to assist a student in such a case.

Should you have any questions regarding the ID operation within the Department of Personnel Services, please contact Colette Hardy or Mike Dale at 2071.



Mrs. Colette Hardy snaps a picture for a student identification card.